



Wednesday, 29 May 2019

Dear Sir/Madam

A meeting of the Community Safety Committee will be held on Thursday, 6 June 2019 in the New Council Chamber, Town Hall, Foster Avenue, Beeston NG9 1AB, commencing at 7.00 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors: D Bagshaw (Vice-Chair)
L Fletcher
J C Goold
S Kerry
H Land

R D MacRae
G Marshall (Chair)
J M Owen
J P T Parker
C M Tideswell

A G E N D A

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

PAGES 1 - 4

The Committee is asked to confirm as a correct record the minutes of the meeting held on 24 January 2019.

- | | | |
|----|--|---------------|
| 4. | <u>DOG FOULING</u> | PAGES 5 - 8 |
| | To update Committee on aspects of dog fouling in the Borough. | |
| 5. | <u>FOOD SERVICE PLAN 2019-20</u> | PAGES 9 - 24 |
| | To advise Members of, and seek approval for, a revised Food Service Plan. | |
| 6. | <u>FLY-POSTING POLICY</u> | PAGES 25 - 36 |
| | To seek approval for a proposed Fly-posting Policy. | |
| 7. | <u>PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN - COMMUNITY SAFETY AND HEALTH - OUTTURN REPORT</u> | PAGES 37 - 44 |
| | To report progress against outcome targets identified in the Community Safety Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein. | |
| 8. | <u>WORK PROGRAMME</u> | PAGES 45 - 46 |
| | To consider items for inclusion in the Work Programme for future meetings. | |

COMMUNITY SAFETY COMMITTEE

THURSDAY, 24 JANUARY 2019

Present: Councillor J C Goold, Chair

Councillors: D Bagshaw
J S Briggs
M Brown
E Cubley (Vice-Chair)
D A Elliott
G Harvey
S Kerry

Apologies for absence were received from Councillors B C Carr, T A Cullen, J W McGrath and J M Owen.

22 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

23 **MINUTES**

The minutes of the meeting that took place on 15 November 2018 were confirmed and signed as a correct record.

24 **A PRESENTATION ON MODERN SLAVERY AND HUMAN TRAFFICKING FROM NOTTINGHAMSHIRE POLICE**

A representative from Nottinghamshire Police described the Force's work in tackling modern slavery, referring to a particular case in the Nottingham area.

It was requested that employees be put forward for training in key indicators of modern slavery and making referrals to appropriate agencies. There was also concern that at times there was a lack of communication from the police regarding instances of modern slavery in Broxtowe.

It was agreed that the Council was an important partner in tackling modern slavery.

25 **UPDATE ON ANTI-SOCIAL BEHAVIOUR ACTION PLAN 2018-19**

The Committee noted the progress made on the Anti-Social Behaviour Action Plan 2018-19.

There was concern that there had been a significant decrease in the percentage of people who felt safe in the Community at night with 76% feeling safe in 2015/16, but only 50% 2017/18. It was noted that the Police and Crime Commissioner had made

representation to the Committee about his plan to increase the number of Police in the community in the expectation that this would make residents feel safer.

The debate progressed on to the increase in incidents of anti-social behaviour that had been reported by the Police Strategic Analytical Unit. The Committee noted that recording practices had changed so that incidents that would previously gone unrecorded, such as an altercation between children, were now reported as crimes. Changes in reporting had made it difficult to establish if anti-social behaviour had increased, in real terms, in comparison to previous years.

26 UPDATE ON CHILD POVERTY ACTION PLAN 2018/20 - PROGRESS REPORT

The Committee noted the progress on the Child Poverty Action Plan 2018/20. The Action Plan takes into account drivers for poverty, rather than just fiscal measures.

It was requested that information be disseminated to the Committee regarding the work of the Economic Development Team and how many jobs their work had created.

There was then a discussion about the nature of the work in the Action Plan. It was noted that the aim of the Action Plan was to reflect the impact of the mainstream work of the Council on Child Poverty.

27 HATE CRIME POLICY

Approval was sought from the Committee for the revised Hate Crime Policy, which had been updated to include new job roles, the Police and Crime Commissioner's plan and a definition of hate crime.

There was concern about the 20% increase in reported hate crimes. It was considered that the increase might not be entirely negative, as there was an increased awareness of what hate crime was and victims were more comfortable in reporting incidents. High figures could reflect good practice and accessibility.

Debate progressed on to the difference between the five strands of hate crime that were reported nationally and the others, such as lifestyle and appearance and misogyny, that Police Forces could choose to report on locally. It was noted that in Broxtowe, people were encouraged to report any incident motivated by prejudice as a hate crime.

There followed a debate about including misogyny explicitly in the Policy and it was agreed that appropriate amendments would be made.

RESOLVED that the Hate Crime Policy be approved with an amendment to include misogyny.

28 PUBLIC SPACES PROTECTION ORDER (PSPO) MALTHOUSE CLOSE/KNAPP AVENUE

The Committee gave due consideration to the renewal of an existing PSPO at Malthouse Close / Knapp Avenue, Eastwood.

The Order was to block off access to an alleyway between Malthouse Close and Knapp Avenue to prevent anti-social and criminal behaviour. A consultation had been undertaken, with respondents largely in favour of renewing the PSPO. There followed a discussion about whether there was a way to block the alleyway permanently. Extensive research by officers indicated that there was not a practical alternative to the PSPO.

It was requested that, in future, Ward Councillors be consulted on PSPOs in their area. It was noted that the cost of signage would be £120 met from existing budgets.

RESOLVED that in accordance with the provisions of the Anti-Social Behaviour, Crime and Policing Act 2014 the existing Malthouse Close / Knapp Avenue Public Spaces Protection Order be renewed as detailed in the appendix, for a period of three years with effect from 3 March 2019.

29 PARKING SERVICES ANNUAL UPDATE

The Committee noted the update on parking services, including shared services arrangements.

It was noted that increased revenue from Penalty Charge Notices did not necessarily indicate that more notices had been issued, as the amount paid per notice varied depending on how quickly it was paid and if it was successfully challenged.

The discussion progressed on the benefit to the general public and businesses of free parking provision. It was added that there would be a review of signage to ensure that the public knew when they were required to pay.

30 BUSINESS PLANS AND FINANCIAL ESTIMATES 2019/20 - 2021/22

The proposals for the business plan, detailed revenue budget estimates for 2019/20, the capital programme for 2019/20 to 2021/22 and the proposed fees and charges for 2019/20 in respect of the Council's priority areas were considered. There were some updates to be considered alongside the report.

1. **RESOLVED that the Community Safety and Health Business Plan, as amended, be approved.**
2. **RECOMMENDED to the Finance and Resources Committee that they recommend to Council that the following be approved:**
 - a) **The detailed revenue budget estimates for 2019/20 (base) including any revenue development submissions.**
 - b) **The capital programme for 2019/20 to 2021/22**
 - c) **The fees and charges for 2019/20.**

31 WORK PROGRAMME

The Work Programme was discussed with dog fouling and the funding for residents on low income to access pest control services were added.

RESOLVED that the Work Programme, as amended, be approved.

Report of the Chief Executive

DOG FOULING

Purpose of report

To update Committee on aspects of dog fouling in the Borough.

Detail

Various sources, including Keep Britain Tidy, estimate there to be more than 8 million dogs producing more than 1,000 tonnes of mess every day in the UK. The majority of dog owners are very responsible and clear up after their dogs. However, there is a small minority who do not. It is these who create the problem.

Dog mess is an emotive issue and one of the most unacceptable and offensive type of litter on our streets. Research undertaken by Keep Britain Tidy (House of Commons Library Number CDP2017/0081, 10 March 2017 “Dog Fouling”) shows dog fouling is the issue with respect to litter that the public are most concerned about. Also, in the Association of Public Service Excellence (APSE) Parks and Green Spaces State of the Market Survey 2016, 73.0% said ‘dog fouling’ in answer to the question ‘what environmental issues are a priority for your parks and green space service?’

Dog fouling is not only deeply unpleasant; it can be dangerous. Whilst rare, contact with dog excrement can cause toxocariasis – a nasty infection that can lead to dizziness, nausea, asthma and even blindness and seizures.

Broxtowe Borough Council undertakes a number of activities which directly and indirectly contribute to reducing the problem of dog faeces on our streets, parks and open spaces. These are contained in the Council’s Dog Control Policy and Enforcement Policy. A summary is given in the appendix along with data relating to the issue in Broxtowe.

Recommendation

Committee is asked to NOTE the report.

Background papers

Nil

APPENDIXEnforcement**Dog fouling on public land**

Although the Dogs (Fouling of Land) Act 1996 has been repealed, the Order made by Broxtowe Borough Council on 5th June 1998 (The Borough of Broxtowe Prohibition of Dog Fouling Order 1998) which came into force on the 6th July 1998, still applies on all relevant land apart from Basil Russell Playing Fields (see below).

The Borough of Broxtowe Prohibition of Dog Fouling Order 1998 designates land in the borough where the provisions of the legislation apply, that is if a dog defecates at any time on designated land and a person who is in charge of the dog at that time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless—

- (a) he has a reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

The land designated in the Order is as follows:

- All parks, recreation grounds, open spaces and other areas for informal recreation.
- All housing amenity areas
- All twitchells, footways. Footpaths and bridleways including adjoining grass areas.
- All public rights of way.
- All shopping precincts and privately owned, publicly accessible land adjacent to shops.
- All cemeteries and churchyards
- All carriageways with speed limits of 40 miles per hour or less, and adjoining footpaths and verges.

The Neighbourhood Wardens are authorised to issue Fixed Penalty Notices requiring payment of fifty pounds where an individual refuses to pick up their dog's faeces.

The Litter (Animal Droppings) Order 1991 was made under section 86 (14) of the Environmental Protection Act 1990. It means that the provisions of Part IV of the 1990 Act which apply to refuse shall apply to dog faeces on land of the following descriptions which is not heath or woodland or used for the grazing of animals:

- Any public walk or pleasure ground;
- Any land laid out as a garden or used for the purpose of recreation;
- Any part of the seashore which is frequently used by large numbers of people, and managed by the person having direct control of it as a tourist resort or recreational facility;
- Any esplanade or promenade which is above the place where the tide flows;
- Any land not forming part of a highway, which is open to the air, which the public are permitted to use on foot only, and which provides access to retail premises;

- A trunk road picnic area;
- Picnic sites provided under the s.10 (2) of the Countryside Act 1968;
- Car parks provided in accordance with s.32 of the Road Traffic Regulation Act 1984.

Dog fouling on private property

The relevant legislation is the Environmental Protection Act 1990.

Complaints of nuisance from dog faeces on neighbouring properties will be investigated by officers of the Environmental Health team. In the case of dog fouling at dwellings owned by Broxtowe Borough Council, investigations and enforcement action will be taken by officers of the Housing Division.

Public Spaces Protection Orders (PSPOs) in relation to dog control

The relevant legislation is the Anti-social Behaviour Crime and Policing Act 2014

The Council has one PSPO in relation to dog control in place within the district at Basil Russell Playing Fields at Nuthall. This PSPO covers the following:

- dog fouling
- dogs on leads
- exclusion of dogs from certain areas.

This PSPO was implemented following a public consultation process and aims to address the main issues affecting the public regarding irresponsible dog ownership.

The Order is in place for a three year period after which it is subject to review to ensure it remains appropriate.

This PSPO is enforced by officers of Nuthall Parish Council who have been authorised by Broxtowe Borough Council to issue Fixed Penalty Notices. Any subsequent legal proceedings will have to be undertaken by the Council.

Any future use of PSPOs for dog control will be considered on an individual area basis.

<u>Dog fouling data</u>				
YEAR	Complaints received	Warnings issued	Fixed Penalty Notices issued	Prosecutions
2016-17	201	6 CPW	2	0
2017-18	199	4 CPW	2	0
2018-19	158	3 CPW	1	0

CPW = Community Protection Warning

Other actions to deal with dog fouling

Litter authorities have a statutory duty under section 89 of the Environmental Protection Act 1990 (as amended) to ensure that, so far as reasonably practicable, their land is kept clear of litter (including dog waste), and refuse. Litter authorities generally refers to local authorities, but also includes educational institutions and the Crown (in each case in respect of its own land) and the Secretary of State.

This page is intentionally left blank

Report of the Chief Executive

FOOD SERVICE PLAN 2019-20

1. Purpose of report

To advise Members of, and seek approval for, a revised Food Service Plan.

2. Detail

The Food Standards Agency Framework Agreement sets out what the Food Standards Agency expects from local authorities in their delivery of official controls on food law. It includes the requirement to prepare a statutory Food Service Plan and prescribes in detail which areas of the service should be covered by the plan.

The plan describes how the service is discharged and details the numbers, types and priority ratings of the borough's food premises, the frequencies of planned interventions, sampling programmes, health promotion activities, reactive work, including responding to food complaints, food hazard warnings and investigating cases of infectious disease. As well as containing data from the last financial year, the plan contains information on proposals for undertaking duties in 2018-19.

A full copy of the proposed Broxtowe Borough Council Statutory Food Service Plan 2019/20 is attached at the appendix.

Recommendation

Committee is asked to RESOLVE that the Food Service Plan 2019-20 be approved.

Background papers

Nil

This page is intentionally left blank



Food Service Plan 2019-2020

1.0 Introduction

Broxtowe Borough Council (the Council) is committed to ensuring that food produced, sold or consumed in the district is safe to eat and does not pose a risk to public health.

This Food Service Plan sets out how the Council will deliver the elements of food safety and hygiene for which the Council has enforcement responsibility.

The requirement to have a Food Service Plan is laid down by the Food Standards Agency (FSA) in its Framework Agreement on Local Authority Food Law Enforcement. The FSA was established in April 2000 as an independent monitoring and advisory body and is the central competent authority responsible for food safety in the UK.

2.0 Food Safety Service Aims and Objectives

2.1 Aim

To maintain, and where possible improve, the health and wellbeing of residents and visitors to the borough of Broxtowe and the success of local food businesses by ensuring the safe production, processing, handling, storage, distribution and sale of food in the district.

2.2 Objectives

- To meet the standard set out in the Framework Agreement issued by the Food Standards Agency
- To ensure that food is safe to eat and free from extraneous matter
- To keep accurate records of all food enforcement activities and maintain an accurate register of food businesses in the district
- To carry out food hygiene interventions in accordance with the minimum inspection frequencies and to standards determined by the Food Standards Agency
- To encourage standards of hygiene higher than the minimum acceptable in law
- To increase the knowledge of food handlers and the general public about the principles and practice of food hygiene
- To deal with food alerts in accordance with Food Standards Agency guidance
- To investigate complaints relating to food premises or food sold in the borough of Broxtowe

- To investigate notified cases of food and water borne illness and take effective action to control the spread of infection
- To sample and risk-assess private water supplies
- To effectively and efficiently meet the needs of the public and businesses using our service and to respond positively to challenges
- To respond to planning and licensing consultations as a statutory consultee.
- To support and promote schemes and initiatives which improve the health of customers of food businesses (e.g. Healthy Options Takeaway (HOT))
- To undertake surveillance, inspection and sampling of foods and food contact materials including imported food

3.0 Links to Broxtowe's Corporate Plan

The Council's priorities are detailed in the Corporate Plan 2016-20.

The Food Service Plan accords with the Council's Vision which is: *"Broxtowe...a great place where people enjoy living, working and spending leisure time"*

The Food Service Plan contributes directly to the Business Growth and Health priorities in the Corporate Plan which are:

New and growing businesses providing more jobs for people in Broxtowe and improved town centres

People in Broxtowe enjoy longer, active and healthy lives

4.0 Organisation structure and staffing

The food safety service is currently contained in the Environmental Health section within the Public Protection Division. All officers and the service are directly managed by the Chief Environmental Health Officer resulting in a flat management structure. The Chief Environmental Health Officer reports to the Head of Public Protection.

The establishment provides for seven suitably qualified officers who are able to undertake food safety, occupational health and safety, licensing, registrations, private water supply and infectious disease investigation duties. This comprises of the Chief Environmental Health Officer, five Environmental Health Officers (including one part time officer) and one part time Environmental Health Technical Officer (who is qualified to the Higher Certificate in Food Premises Inspection standard).

Administration support is provided by another department which also supports other teams. In 2018/19 the staffing allocation equated to 2.4 Full Time Equivalent (FTE) for food safety duties - although there was a delay in recruiting resulting in a six month gap in staffing and during this time an Environmental Health Technical Officer

post was upgraded to an Environmental Health Officer post. Additional resource had been allocated to the food safety service following external audit by the FSA and following review to catch up with a backlog of overdue low risk interventions.

5.0 Staff Development and Competency

The Council are accredited by the Investors in People programme. All officers are subject to regular appraisal and participation in competency assessments and authorisation frameworks for the relevant service areas. Specific Continuing Professional Development (CPD) requirements as required by the Food Law Code of Practice, membership of the Chartered Institute of Environmental Health or equivalent professional bodies are also adhered to. It is essential that Officers are up to date in legislation and enforcement issues and the service utilises free and low cost training courses available in addition to completing specific job training as required and utilising tools such as the Regulators Development Needs Assessment (RDNA) and cascade training through the team as appropriate.

The Environmental Health section is responsible for all aspects of food hygiene and safety, private water supplies and infectious disease control, as well as a range of other duties.

In terms of food safety services, responsibilities include:

- Inspection of food premises in accordance with the Food Law Code of Practice
- Registration of food businesses
- Approval and inspection of businesses producing foods of animal origin
- Investigation of complaints about food and hygiene at food premises
- Promotion of documented food safety systems
- Promotion of the National Food Hygiene Rating Scheme
- Sampling of food for microbiological examination
- Investigation of food borne infection
- Investigation of food poisoning outbreaks
- Imported food control
- Sampling
- Food alerts (food hazard warnings)
- Provision of advice and guidance including participation in events that promote food safety and supporting new and proposed food businesses
- Food hygiene training courses

As part of the provision of a complete service, the section works in conjunction with the following partner organisations:

- The Food Standards Agency

- Department for Environment Food and Rural Affairs (DEFRA)
- The Health and Safety Executive
- Public Health England
- Other local authorities including Trading Standards as appropriate
- Public Analyst

The Council is also represented on the following working groups:

- Nottinghamshire Food Liaison Group
- Nottinghamshire Food Sampling group
- Nottinghamshire Licensing and Registration Sub Group
- Infection Liaison Committee
- Nottinghamshire Regulatory Managers Group

These groups also contribute to regional and national working groups.

6.0 Enforcement Protocol

The enforcement protocol has been approved by the Council and reflects the intention of the service to meet the requirements of criminal investigation laws and the Regulators Compliance Code.

7.0 Demands on the Food Service

The following paragraphs outline the various demands on the service.

7.1 Number of Premises

As at 1 April 2019, there were 883 food premises on the Broxtowe food data base. The table below shows the number of each type of food business in each category.

Premises category	Total number of premises in category
Producers	4
Manufacturers/Packers	22
Importers	2
Distributors	5
Retailers	202
Restaurants and Caterers	648
	883

7.2 Interventions at Food Establishments

The Council uses the Food Hygiene Intervention Rating Scheme as detailed in the Brand Standard for the National Food Hygiene Rating Scheme and the Food Law Code of Practice to determine the frequency that food premises should be inspected. This ensures that all premises are inspected at an appropriate minimum interval determined by their individual risk rating. The risk rating is based on the nature of

food handling undertaken, the level of compliance with legal requirements and confidence in food safety management systems. The minimum frequency varies from six monthly to three years depending on the assessed risk category.

Additional interventions and officer time are directed at those businesses which fail to meet basic compliance with food safety. Ratings of businesses meeting the criteria contained in the Brand Standard are published on the Broxtowe and Food Standards Agency websites as part of the National Food Hygiene Rating scheme.

As at 1st April 2019, the breakdown of food businesses by category in the district was as follows:

Priority	Premises category	Premises Score	Frequency of Inspection	Total number of Premises in Category
A	High	92 or higher	6 months	13
B	High	72 to 91	12 months	56
C	High	52 to 71	18 months	194
D	Low	31 to 51	24 months	251
E	Low	0 to 30	Alternative Interventions (36 months)	316
Unrated	Other		New premises within 28 days of registration	53
Total				883
Outside Programme	Other			22

A specific database is used to generate and record interventions. This database is also used to extract data to upload to the national Food Hygiene Rating Scheme website, the Local Authority Enforcement Monitoring System (LAEMS) annual data return to the FSA, the Health and Safety Executive/Local Authority Enforcement Liaison Committee (HELA) return to the Health and Safety Executive (HSE) and other statutory returns (e.g. Drinking Water returns to DEFRA)

The premises score includes weightings for complex processes, type of food handled, number of consumers, vulnerable groups, condition of the structure of the premises and confidence in management etc. Category A premises are usually manufacturers or premises with a poor compliance history. Category E premises are usually retailers of packaged ambient food or wet sales pubs etc.

Inspections with a Hygiene Rating of 0, 1 and 2 (on a scale of 0 to 5) and businesses in categories A and B usually generate a revisit. Additional revisits are generated at the request of the food business operator to review their food hygiene rating, where there are customer complaints, for new business start-ups and where major alterations or refurbishments are planned.

7.3 Food and Water Sampling

Sampling of food, including imported food, water, and materials in contact with food is carried out as part of a county, regional and national sampling programme. Food samples for microbiological examination are sent to the Public Health Laboratory at York. Other food samples and private water supplies are sent to the Public Analyst in Leeds.

7.4 Control and Investigation of outbreaks and infectious diseases related to food, water, travel or recreational activities.

The service has a policy to investigate any suspected cases of infectious disease to minimise spread of infection. A matrix exists regarding the cases to be investigated and liaison takes place with Public Health England. The greatest number of notifications are currently for campylobacter but unless these are in a high-risk group (under one year old / food handler or carer / associated with a known outbreak), these cases are not logged or investigated. Samples are currently sent to the laboratory at Birmingham for analysis.

7.5 Food Safety Alerts, Product Recall Information and Allergy Alerts.

The policy of this service is to respond appropriately to food alerts and intelligence, to investigate food safety incidents and generate food alerts as necessary in accordance with the requirements of the Food Safety Code of Practice and associated Practice Guidance.

7.6 Health and Food Safety Education and Promotion

The service participates, where resources permit, in targeted local and national activities and interventions

8.0 Service Data for 2018/19

8.1 Food Hygiene Interventions in 2018/19

Inspections undertaken (by category of premises)

A	B	C	D	E	Unrated	TOTAL
26	104	156	135	79	189	883

8.2 Number of revisits in 2018/19

98 revisits

8.3 Requests for Service 2018/19

Requests for service include concerns regarding the condition of the premises, or food with microbiological or physical contamination.

Hygiene of Premises	Food Complaints	Other Food Related Enquiries
46	39	119

8.4 Enforcement Action (Premises) 2018/19

Informal Warnings	322
Improvement Notices	1
Hygiene Emergency Prohibition Notices	2
Hygiene Emergency Prohibition Orders	2
Voluntary Closure	3
Seizure, Detention, Voluntary surrender of food	0
Simple Cautions	0
Prosecutions	0

Hygiene Emergency Prohibition Notices are served where an imminent risk of injury to health has been identified and action is required to stop a food business or process from operating. Any notices served must be followed by an application to the Magistrates' Court within three working days for an Order confirming such action.

8.5 Food and Water Sampling

108 food and water samples were taken in 2018/19

Type of sample	Number taken
Prepared/Ready to eat dishes	10
Food – Dairy/Eggs/Fish/Fruit/Veg/meat products	53
Materials in contact with food	28
Other swabs/surfaces/hand contact points	17
Total	108

8.6 Control and Investigation of outbreaks and infectious diseases related to food, water, travel or recreational activities in 2017/18

32 reports of suspected or confirmed cases of infectious disease were notified to the service in 2017/18 which required investigation.

Cases investigated comprised of salmonella, giardia, cryptosporidium, hepatitis and suspected illness following consumption of food and water.

8.7 Food Safety Education and Promotion in 2018/19

The service participated in targeted local and national activities and interventions and the Healthy Options Takeaway (HOT) initiative

9.0 Performance Monitoring

9.1 The Food Service aspect of Environmental Health has a number of performance indicators which are monitored as part of the Community Safety Business Plan.

These are:

- Food Inspections – High Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk. Target 100%
- Food Inspections – Low Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk. Target 100%
- Food - Respond to specific complaints about practices procedures and conditions which may prejudice health in the short term within one working day of receipt, and non-urgent complaints / general requests for advice within five working days of receipt. Target 100%
- Infectious Disease - Respond to notifications within one working day and requests for advice and information as soon as practicable within five working days of receipt. Target 100%
- Satisfaction of businesses with local authority regulation service. Target 100%

Performance information in respect of these indicators for the last three years is given below.

9.2 Food Inspections 2018/19

Category	Number of inspections due 2018/19	No of inspections undertaken	Percentage completion
A	26	26	100%
B	104	104	100%
C	156	156	100%
Total High Risk	286	286	100%
D	135	135	100%
E	79	79	100%
Total Low Risk	214	214	100%

In addition 189 inspections of previously unrated premises were undertaken.

2013/14, 2014/15, 2015/16, 2016/17 and 2017/18

Year	Percentage of High Risk Inspections Completed	Percentage of Low Risk Inspections Completed
2013/14	91%	46%
2014/15	89%	34%
2015/16	82%	34%
2016/17	88%	61%
2017/18	100%	97%

9.3 Response to Service Requests within Target Times

Service Type	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Food Safety	98%	96%	98%	99%	98%	97%
Infectious Disease Notifications	87%	100%	100%	84%	100%	91%
Consultations	93%	95%	95%	98%	97%	95%

9.4 Satisfaction of Businesses with Local Authority Regulation (Includes Licensing)

2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
95%	95%	92%	90%	91%	95%*

*Less than 20 questionnaires returned so not a representative sample – no longer sent out after September 2018. No longer a national indicator

10.0 Proposed Inspection Programme 2019/2020

Priority	Premises category	Total number of Premises in Category	Inspections due 2019/20
A	High	13	26
B	High	56	56
C	High	185	123
D	Low	251	145
E	Low	325	29
Unrated	Other	53	53
Total		883	432
Outside Programme	Other	5	0
Total including Outside Programme	Mixed	888	432

There has been a significant number of new business premises registrations being submitted to the Council and which require intervention within 28 days.

11.0 Issues for 2019/2020

- To ensure implementation of the Food Standards Agency 'Regulating Our Futures' programme to modernise food safety enforcement and ensure it is sustainable for the future
- To continue to monitor the resource provided to food safety enforcement to ensure it is adequate to meet the demands of the service, including new food business interventions in a timely manner
- To continue to provide effective food and registration interventions prioritising high-risk and non-compliant premises
- To continue to carry out follow up interventions to 0,1 and 2 rated premises to secure improvements
- To continue to provide a competent team to deal with these areas of service delivery
- To continue to use the full range of enforcement tools available to protect the safety, health and welfare of visitors, residents and workers within the borough and to support compliant businesses
- To sign up at least 12 businesses to the HOT (Healthy Options Takeaway) Award
- To continue to participate in the National Food Hygiene Rating Scheme
- To continue to implement changes to animal licensing activities.
- To reconsider whether charges for Food hygiene re-visits to review food hygiene ratings should be introduced.

12.0 Identification of variation from the Service Plan

A large number of new premises registrations (over 100 per year) have been received which require on-going intervention. Resource must be continued to be allocated to monitoring premises with a Food Hygiene Rating of 0, 1 or 2 to ensure improvements in standards is achieved.

We have not achieved our target of signing up 12 HOT premises per year, even with the assistance of Everyone Health.

We have a high number of low risk premises due for intervention in 2019/20 due to the completion of a high number of inspections in 2017/18 to catch up with a backlog of inspections.

Animal Licensing continues to be resource intensive, implementing the new legislation and assessing premises which may now require licensing.

Continued priority of reactive work and occupational safety interventions is also necessary.

13. Further Information

Local Authority food enforcement statistics are published at

<https://data.food.gov.uk/catalog/datasets/069c7353-4fdd-4b4f-9c13-ec525753fb2c>

Future food enforcement comparisons will be made based on 'the balanced scorecard' and a review of monitoring data may be required to continue to reflect national monitoring schemes.

This page is intentionally left blank

Report of the Chief Executive

FLY-POSTING POLICY

1. Purpose of report

To seek approval for a proposed Fly-posting Policy.

2. Detail

There is no formal definition of fly-posting. However, in 2000, the then Department of Communities and Local Government stated that it is generally taken to be the “*display of advertising material on buildings and street furniture without the consent of the owner, contrary to the provisions of the Regulations.*”

This policy, included at the appendix, is designed to give some structure to the Council’s enforcement, which is essentially undertaken by the Neighbourhood Wardens. However, there are a number of limitations within it. Some of the major ones are as follows:

- Nottinghamshire County Council will not give permission for fly-posting of any description on its street furniture. However, this can only be enforced by the County Council as Highway Authority.
- In view of the point above, we are only in a position to enforce the relevant advertising regulations which prohibit fly-posting for commercial activities. We will not be able to enforce against charities who fly-post in accordance with the regulations, even if this is on street furniture (unless owned by the Borough Council).
- While we have identified “good practice” in the advice to charities (density of signage, etc.) we will not be in a position to enforce these, as they are not in the regulations.

Comments on the draft policy have been received from the Environment Division, Legal Section, Town Centre Team, Communities Team, and have been sought from the Planning Division and Nottinghamshire County Council.

Recommendation

Committee is asked to RESOLVE that the Fly-posting Policy be approved.

Background papers

Nil

This page is intentionally left blank

BROXTOWE BOROUGH COUNCIL FLY-POSTING POLICY

Introduction

Broxtowe Borough Council (the Council) has as its vision “Broxtowe - a great place where people enjoy living, working and spending leisure time.” Maintaining and improving the physical appearance and condition of the local environment enhances the quality of life of our residents and helps to support this vision. Fly-posting undermines this objective, and can be a blight on an area. The presence of fly-posting can encourage a spiral of decline, which can undermine community cohesion, the related efforts of public agencies, and the reputation of the Council. Furthermore, it is an illegal activity. The Council therefore aims to control fly-posting throughout the Borough through education and, when necessary, enforcement.

The purpose of this document is to set out how the Council will respond to incidents of fly-posting in the Borough. This document should be read in conjunction with the Council's Enforcement Policy.

Scope

The information in this policy applies to all land and property within the Borough, including both public buildings and structures as well as private property, unless the private owner has sanctioned the display and, where necessary, obtained the appropriate advertisement consent or deemed consent under the relevant Advertisement Regulations. Further advice on deemed consent and the relevant Advertising Regulations can be found via the following links:-

http://www.planningportal.gov.uk/uploads/1app/guidance/guidance_note-advertisement_consent.pdf

<https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers>

There are other types of unauthorised advertisements (such as hoardings and “A” Boards) which fall outside the normal definition of fly-posting and as such, fall outside the scope of this policy.

Overall aim

To control fly-posting within the Borough.

What is fly-posting?

There is no formal definition of fly-posting. However, in 2000, the then Department of Communities and Local Government stated that it is generally taken to be the “*display of advertising material on buildings and street furniture without the consent of the owner, contrary to the provisions of the Regulations.*”

In practical terms, fly-posting can be divided into three broad types, each with particular characteristics and problems of control:

- (i) Adverts primarily for local events, often photocopies put up in large numbers on a regular basis. These may advertise bands playing in pubs, car-boot sales, etc. They may be attached to lampposts, railings, and street furniture or pasted on buildings.
- (ii) Posters advertising products of large organisations and put up by professional poster companies. These are usually larger, higher quality, colour posters, such as for record releases or national events. These are often pasted on vacant buildings and signal control/telecoms boxes.
- (iii) Posters displayed by pressure groups or political bodies. These are generally ad hoc and sporadic with no clear pattern to their location.

Why fly-post?

Fly-posting can be cost-effective, can have a high impact, and is often regarded as creating and reflecting a particular image for a product. For small local events and businesses, fly-posting on street furniture can provide a cheap and effective way of getting publicity. Fly-posts are often placed in urban areas - on main arterial transport routes, in industrial and business parks, or areas near to town centres - in order to gain maximum publicity.

Fly-posting is also used to target particular markets and give a product a particular image. The slightly risqué nature of fly-posting is regarded by some as a positive feature of this form of advertising when compared with more mainstream/legal advertising media.

The problems of fly-posting

Fly-posting is not only illegal, it is also unfair to those organisations which choose to advertise legitimately. Fly-posting also puts an additional cost on the local authority and other landowners, who then have to remove fly-posts from their street furniture and property.

Fly-posting can have a severe effect on the "Local Environmental Quality" of an area. It can act as an anti-social magnet, which in turn can contribute to a downward spiral of decline.

The legal framework

There are a number of pieces of legislation under which fly-posting can be controlled. The principal methods are contained in Sections 224 and 225 of the Town and Country Planning Act 1990, Section 132 of the Highways Act 1980, and the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 ("the Regulations"). Brief details of these powers are summarised in Appendix 1.

The Council's position

Fly-posting is illegal and the Council will look to pursue appropriate and proportionate enforcement action in accordance with its enforcement policy.

The Council believes that fly-posting can be unsightly and make our towns, villages and other areas less attractive for residents and visitors alike and can impact negatively on people's perceptions of the area. It can also distract drivers or obscure road signs and be hazardous to members of the public. It can be costly to remove.

The Council believes that there are many legitimate ways for businesses and other organisations to promote their services, activities, etc without the need to resort to illegal fly-posting. It can create a less attractive environment for shoppers and disadvantage those businesses that choose to advertise their business in an appropriate and lawful manner.

Charities and community groups

The Council recognises the difficulties that its policy towards fly-posting will present to charity and community groups. However, there are some exemptions set out in the Regulations which allow charitable organisations to advertise in this way. Class 3(D) permits temporary notices or signs which are intended to advertise:

- any local event being held for charitable purposes, which may be religious, educational, cultural, political, social or recreational, but not for any commercial purpose. This permission would include an advertisement for such events as a church bazaar, a fete for a parent-teacher association, a sponsored marathon in aid of charity, an amateur sports event, but not events organised for commercial purposes.

In such circumstances all such groups, if seeking to display any advert or placard, should, before displaying the same:

- contact the Council to check whether planning consent is required
- comply with the relevant restrictions on size, placement, illumination, timescales, etc as described in the Regulations, which include, but are not limited to, the following:
advertisements for community and charity events should not exceed 0.6 of a square metre; should not be displayed more than 28 days before the event begins, and must be removed within 14 days after it ends.
- have the permission of the owner of the site before placing any signage on it. This includes Nottinghamshire County Council as Highways Authority if the sign is to be placed on highway land, including street furniture such as roadside railings, lampposts, etc. It should be noted that Nottinghamshire County Council will not currently give permission for advertising on their land or street furniture.
- consider alternative ways of advertising that do not involve fly-posting;

- avoid placing any signage at road junctions, on roundabouts, pedestrian crossings (pelican, zebra, etc.) or traffic lights, where they may cause a hazard by distracting the road user;
- avoid obscuring, or hindering the interpretation of, official road, rail, or waterway signs, or otherwise make hazardous the use of these types of transport;
- avoid putting signs up in sensitive locations or where they could possibly cause offence;
- avoid putting up signs with wording or imagery that could be reasonably considered to be offensive to members of the general public;
- avoid putting up an excessive number of signs;
- make sure that the signage is not a hazard to pedestrians, cyclists, etc (for example it should be firmly attached and should not be at a height where a pedestrian could walk into it);
- keep signs clean, tidy and in a safe condition; and
- remove them carefully when required to do so.

If advertisements for charitable events (or those relating to an election or referendum - see below) are placed in inappropriate locations, are of an inappropriate nature, are not of the appropriate size, or are placed outside of the time limits, then the Council will normally contact the organisers, where known, and ask for the posters, banners, etc. to be removed. If the organisers cannot be identified, or immediate removal of the signage is required (for example for health and safety reasons or because they are deemed offensive, or potentially offensive), then the signage will be removed and retained at the Council's offices for 28 days for collection by the organisers. After this time period, the Council will assume that the advertising material is no longer needed and will dispose of it.

If community or charity event organisers repeatedly place advertisements in inappropriate locations, or repeatedly ignore requests to remove inappropriate advertisements, then the Council may choose to take enforcement action to resolve the problem.

Guidance produced for organisers of charity events in respect of erecting advertising posters is reproduced at Appendix 2 and forms part of this policy.

Political parties

The Council recognises that most candidates and parties would want to display campaign material relating to a pending election (or a referendum). Any parties and candidates wishing to do so should take account of the most current guidance from the Electoral Commission.

Guidance from the Commission states that no advertisements should be displayed

without the permission of the owner of the site or anyone else with an interest in the site (ie no fly-posting), should not interfere with or impede traffic or other road users, and should be removed within 14 calendar days after the election.

It is important that the Council remains impartial during elections and referenda. For this reason, the Council will not give candidates and parties permission to display their campaign material on land or buildings owned by the Council. If material is placed in such locations, the Council will normally contact the relevant candidate or party to ask them to remove the material within two working days or, if they cannot be contacted, a Council officer will remove the material and retain it for collection for a period of up to 28 days (after which it will be disposed of). If removal is undertaken by the Council, costs may be re-charged.

Council owned land

The Council recognises that as a landowner, it has the ability and duty to take steps to prevent the illegal advertising of events held at Council venues and on Council owned land. In order to prevent unauthorised advertising, the Council will:

- Make sure that fly-posting is not used to promote Council events or events associated with the Council (This does not include public notices, planning notices and other 'functional advertisements' by public bodies or advertising on formally managed and approved notice boards and hoardings).
- Make sure that anyone hiring Council venues does not fly-post. This will be achieved through education and the use of 'no fly-posting' clauses in hiring contracts.

Fairs and travelling circuses

Class 3(F) of the Regulations permits temporary notices or signs announcing the visit of a travelling circus or fair. These advertisements must not be displayed more than 14 days before the opening of the circus or fair and must be removed within seven days afterwards. The local planning authority must be told 14 days beforehand of the sites of the notice. The notice or sign must not exceed 0.6 of a square metre. The permission of the landowner must also be obtained.

Advertising boards

Shopping areas within Nottinghamshire have much to offer by way of creating an ambience that makes them attractive to shoppers and visitors alike. Nottinghamshire County Council recognises this and wishes to encourage traders to promote their business activities in a way which both enhances the street scene and is sensitive to the needs of its users.

The County Council has produced a guide to strike a reasonable balance between these needs and confirm the conditions where advertising boards or display of goods on the highway will be permitted. The guide is available at:

<https://www.nottinghamshire.gov.uk/media/1857/advertisingboardsgoodhighways.pdf>

The guide is essentially a voluntary "Code of Conduct" but does specify procedures which the County Council may undertake if the conditions are not adhered to.

Enforcement

The Council will adopt a proportionate approach to enforcement in accordance with its Enforcement Policy. This will include the issue of guidance on obtaining permission for advertising, warning letters, taking down fly-posters which have been erected without permission, issue of fixed penalty notices, and ultimately prosecution.

Officers are unable to remove flyposting:

- from heights or where specialist training or equipment is needed
- from surfaces where its removal would cause further damage.

APPENDIX 1

Town and Country Planning Act 1990

Under Section 224 of the Town and Country Planning Act 1990, it is an offence for any person to display an advertisement in contravention of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. Any person contravening the legislation is liable on summary conviction to a fine not exceeding Level 4 (currently £2,500) and, in the case of a continuing offence, one tenth of that amount (currently £250) for each day on which the offence continues after conviction.

Under Section 225 of the Town and Country Planning Act 1990, the Council may remove or obliterate any placard or poster which is displayed in its area and which in its opinion is so displayed in contravention of the Regulations. Usually, the Authority will give a minimum of two days written notice of its intention to remove/obliterate the poster and to recover the cost of doing so either to the person who has displayed the placard or poster or to the beneficiary of the illegal advertising. If neither of these persons can be identified or traced, the Authority is not required to give this notice.

Highways Act 1980

Under Section 132 of the Highways Act 1980, it is an offence for any person to paint, or in any way inscribe or affix any picture, letter, or sign on the surface of a highway, any tree, or structure without the consent of the highway authority. If guilty of an offence, the person can be liable to a fine of up to Level 3 (currently £1,000). It should be noted that the enforcing authority for this piece of legislation is Nottinghamshire County Council.

Anti-social Behaviour Act 2003

Section 43 allows the Council to issue fixed penalty notices to anyone who personally affixes or places a fly-poster. The penalty set by the Council is £75.

APPENDIX 2

Guidance for events for charitable purposes

Signs advertising local events for charitable purposes do not require formal planning consent, but there are still some rules that apply:-

The advertisement must:

- Be no larger than 0.6m² (approx.6ft²) in overall size
- Be kept clean, tidy and in a safe condition
- Have the permission of the owner of the site on which it is to be displayed (whether on private land or on the public highway)
- Not obscure or hinder traffic or other official signs
- Be removed if required by Broxtowe Borough Council (the Council)
- The event organiser will be required to take responsibility for removing all advertisements once the event has taken place.

Advertisements must not be put up in sensitive locations where they could possibly cause offence, and must not contain wording or imagery that could reasonably be considered to be offensive to members of the general public.

What is a charitable event?

This means any community or local event that has been organised by groups (such as the scouts or similar youth groups), schools, churches, parish /town councils, voluntary organisations and other **not for profit** organisations or any sale or other event, the proceeds of which will be used for charitable purposes, e.g. jumble sales, quiz nights, sponsored events, auctions, etc.

Displaying signs on any part of the public highway

If you wish to display an advertisement on highways land (e.g. roadside verge, lamppost, signpost, etc), you must first obtain the permission of the Highways Authority which is Nottinghamshire County Council. However, it is the current policy of Nottinghamshire County Council not to give permission for advertising on their structures and land.

It will be for Nottinghamshire County Council to remove any signs on their land advertising a charitable event. Broxtowe Borough Council will only look to take action if the advertisement is not for a charitable event, exceeds the guidance size and time limits, or is considered a health and safety risk. If not removed on request, Broxtowe Borough Council will arrange for removal and may seek to reclaim costs incurred.

How long can an advert be placed for?

If advertisement relates to a sale or event, it must not be displayed more than 28 days before the sale or event begins and must be removed within 14 days after it ends.

Are there any signs that aren't allowed?

Signs announcing births, birthdays, anniversaries, weddings, engagements, valentine's messages, directional signs to parties or other signs of a similar nature are not permitted and may be removed without notice and destroyed.

Advertising on private land

The permission of the landowner must be obtained and the general guidance given in the first section will apply

What style of advertisement is acceptable?

Obviously the sign will need to be sufficiently robust to withstand the elements so that it remains legible and does not dislodge from its fixing and become a safety hazard or create litter.

Consideration will also need to be given to how the advertisement is to be fixed in place e.g. a banner could be tied to railings or fencing (with the owner's permission of course).

The legislation that applies to outdoor advertising is complex and, if in any doubt, you are advised to seek advice from the Planning Enforcement Team on what steps you need to take to ensure that you are acting within the law.

For further information, please contact Planning Enforcement on 0115 917 3486 or e-mail pabc@broxtowe.gov.uk

For Nottinghamshire County Council (the Highways Authority), please contact:

Area Highways Office

VIA East Midlands Ltd

Bilsthorpe Depot

Eakring Road

Bilsthorpe

Nottinghamshire

NG22 8ST

Tel: 0300 500 80 80

E-mail: enquiries@nottscc.gov.uk

Further Information

Illegal advertisements

The Council will look to remove any signs from the public highway that do not have the relevant permissions and which do not comply with the rules set out in this leaflet. In terms of signs for charitable events, it will be for Nottinghamshire County Council to remove these on the basis of not having the landowner's permission. We may also remove any authorised signs if left beyond the time specified in the legislation.

Any signs removed will be held by the Council for a period of 28 days, pending collection by the owner, failing which they will be destroyed. No compensation will be paid in respect of any losses or expenditure incurred by the owner as a result of the removal of their advertisement(s) by the Council. A charge for the removal may be made.

The Council has powers to take action against those responsible for fly-posting, those who benefit from the advertising, and the owner/occupier of the property where the fly-posting occurs.

Enforcement action may be taken against any individual or organisation who flouts the rules and this may result in the issue of a fixed penalty notice or, for more serious offences, a fine not exceeding Level 4 (currently £2,500) if found guilty of an offence.

This page is intentionally left blank

Report of the Chief Executive

PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN – COMMUNITY SAFETY AND HEALTH – OUTTURN REPORT

1. Purpose of Report

To report progress against outcome targets identified in the Community Safety Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.

2. Background

The Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are subsequently approved by the respective Committees each year.

3. Performance Management

As part of the Council's performance management framework, each Committee receives regular reports during the year which review progress against their respective Business Plans. This will include a detailed annual report where performance management is considered following the year-end.

This outturn report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Community Safety and Health Business Plan. It provides a summary of the progress made to date on key tasks and priorities for improvement in 2018/19 and the latest data relating to Key Performance Indicators (KPI). This summary is detailed in the appendix.

Recommendation

The Committee is asked to NOTE the progress made in achieving the Business Plan for Community Safety and Health and the current Key Performance Indicators for 2018/19.

Background papers

Nil

APPENDIX

PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

The Corporate Plan for 2016-2020 was approved by Cabinet on 9 February 2016. It has been developed setting out the Council's priorities to achieve its vision to make "Broxtowe a great place where people enjoy living, working and spending leisure time." Over the period, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

2. Business Plans

The Business Plans are linked to the five corporate priority areas, including Community Safety and Health, were approved by approved by the Full Council on 7 March 2018, following recommendations from the respective Committees in January/February 2018.

The Council's priority for Community Safety is that 'Broxtowe will be a place where people feel safe and secure in their communities'. Its objectives are to:

- Reduce the amount of anti-social behaviour in Broxtowe (CS1)
- Reduce domestic violence in Broxtowe (CS2)

The Council's priorities and objectives for Health is that 'People in Broxtowe enjoy longer, active and healthy lives'. Its objectives are to:

- Increase the number of people who have active lifestyles (He1)
- Work with partners to improve the health of the local population (He2)
- Reduce alcohol related harm in Broxtowe (He3)

The Business Plans detail the projects and activities undertaken in support of the Corporate Plan for each priority area. These cover a three-year period but will be revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures in the Business Plans is undertaken regularly by the relevant Committee.






3. Performance Management






As part of the Council's performance management framework, the Community Safety Committee receives regular reports of progress against the Community Safety and Health Business Plan.

This report provides a summary of the progress made to date on key tasks and priorities for improvement in 2018/19 (as extracted from the Pentana performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).









The Council monitors its performance using the Pentana performance management system. Members have been provided with access to the system via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.










The key to the symbols used in the Pentana performance reports is as follows:

Action Status Key		
	Completed	The action/task has been completed
	In Progress	The action/task is in progress and is currently expected to meet the due date
	Warning	The action/task is approaching its due date (and/or one or more milestones is approaching or has passed its due date)
	Overdue	The action/task has passed its due date
	Cancelled	This action/task has been cancelled or postponed

Key Performance Indicator and Trends Key	
	Alert
	Warning
	Satisfactory
	Data Only
	Unknown

Community Safety Key Tasks and Priorities for Improvement 2018/19

Status	Action Code	Action Title	Action Description	Progress	Due Date	Comments
	COMS1620_11	Develop and deliver 2018 Neighbourhood Action Plan for Eastwood South	Users Report - Actions & Pls Develop and deliver a Neighbourhood Action Plan for Eastwood South	100%	31-Mar-2019	Eastwood South plan produced. All actions completed by 31 March 2019.
	COMS1720_04a	Deliver the ASB Action Plan	Deliver the cross Departmental ASB Action Plan	100%	31-Mar-2018	Plan in process of being refreshed for 2019-21.
	COMS1821_03	Develop and produce South Notts Community Safety Guide	Community Safety Information readily available in respect of the three boroughs in South Notts	33%	30-Apr-2019	Publishing issue delaying production.
	COMS1821_09	Create a risk rating system for licensed premises	Targeted inspection and enforcement of regime for licensed premises	100%	31-Oct-2018	Completed 31 March 2019.
	COMS1821_11	Transfer Scrap Metal Dealers functions to Licensing Section	Licensing and Enforcement function appropriately located	66%	31-Mar-2019	Action plan produced. Training for staff completed in April 2019. Completion expected by 31 July 2019.
	COMS1821_15	Review of Authority's policy on toilet provision in cafes and restaurants	Production of approved policy on toilet provision in cafes and restaurants	50%	31-Mar-2019	Assessing premises that will be specifically affected by any changes. Policy options to be reviewed following further legal advice on cases progressing. Completion expected October 2019.
	COMS1821_08	Undertake a feasibility study on introducing wheelchair accessible taxi fleet	Taxis in the borough are wheelchair accessible	40%	31-Mar-2020	Preliminary stages of study underway.
	COMS1620_16_c	Develop and deliver 2018 Action Plans for Broxtowe Strategic Partnership	Users Report - Actions & Pls Develop and deliver Action Plans for Broxtowe Strategic Partnership	100%	31-Oct-2018	Report presented to Local Strategic Partnership Board on 24 October 2018.


Status	Action Code	Action Title	Action Description	Progress	Due Date	Comments
	COMS1620_19	Review Alcohol Licensing Policy	Review Alcohol Licensing Policy	100%	31-Mar-2019	Approved by Full Council 19th December 2018.
	COMS1720_01	ECINs case management for ASB cases	Implement the ECINs case management and data sharing system for all anti-social behaviour cases referred to Council departments.	100%	30-Sep-2017	E-learning courses on Broxtowe Learning Zone launched in January 2018.
	COMS1720_03	Sex Establishment Policy	Sex Establishment Policy	100%	31-Mar-2019	Approved by Licensing and Appeals Committee on 11 December 2018.
	COMS1821_01	Deliver Actions to support the White Ribbon Campaign	Increased awareness/knowledge of domestic abuse amongst residents and professionals and accreditation for the Council	100%	31-Dec-2019	Actions for 2018/19 completed. Being refreshed for 2019/21.
	COMS1821_02	Review of Dog Control provisions	Agree policies to enable appropriate control of dogs and their behaviour	100%	31-Dec-2019	Report presented to Community Safety Committee 15 November 2018.
	COMS1821_04	Develop Mobile Working platform for Neighbourhood Wardens	More efficient use of time and resources	100%	30-Jun-2018	Completed September 2018.
	COMS1821_05	Relocate Neighbourhood Wardens to Beeston Office	More efficient use of Officer and Management time	100%	30-Jun-2018	Neighbourhood Wardens now co-located with Police at Foster Avenue.
	COMS1821_06	Review Safeguarding Adults Policy	Ensure the Council has a fit for purpose Safeguarding Adults Policy	100%	30-Nov-2018	Approved by Community Safety Committee on 15 November 2018.
	COMS1821_07	Review Safeguarding Children Policy	Ensure the Council has a fit for purpose Safeguarding Children Policy	100%	30-Nov-2018	Approved by Community Safety Committee 15 November 2018.

Status	Action Code	Action Title	Action Description	Progress	Due Date	Comments
✓	COMS1821_10	Review the authority's Statement of Gambling Act Statement of Principles	Ensure the authority has a "fit for purpose" Statement of Principles in respect of the Gambling Act"	100%	31-Jan-2019	Approved by Full Council on 19th December 2018.
✓	COMS1821_12	Complete Action Plan requirements following Food Standards Agency Audit	Compliance with food hygiene enforcement requirement	100%	30-Apr-2018	Action plan signed off by Food Standards Agency but need to continue to meet code of practice requirements for inspection frequency and internal monitoring on an ongoing basis.
✓	COMS1821_13	Produce Food Service Plan	Authority has a "fit for purpose" Food Service Plan" which informs activity in this area	100%	30-Jun-2018	Approved by Community Safety Committee on 15 November 2018.
✓	COMS1821_14	Produce DEFRA Annual Air Quality Status Report	Authority has a "fit for purpose" Air Quality Status Report highlighting current status and potential actions.	100%	30-Jun-2018	Reported approved by DEFRA on 23 July 2018.

Page 12

Community Safety Key Performance Indicators 2018/19

PI Status	PI Code & Short Name	Data Collected	2016/17	2017/18	2018/19 Value	2018/19 Target	Trend	Notes
✓	ComS_012d(i) Environmental Health ASB cases closed in 3 months	Quarterly	70.8%	72.2%	79.2%	72%	Positive	In 2018/19 480 cases were reported. 380 cases closed within 3 months.
✓	ComS_013d(i) Housing ASB cases closed in 3 months	Quarterly	67.1%	80.3%	81.7%	95%	Positive	In 2018/19 191 cases were reported. 156 cases closed within 3 months.
✓	Coms_014d(i) Community Services ASB Cases closed in 3 months	Quarterly	53.6%	90.6%	77.5%	60%	Positive	In 2018/19 40 cases were reported. 31 cases closed within 3 months.
✓	Coms_048 Food Inspections: High Risk	Quarterly	88%	100%	100%	100%	Positive	Target achieved.

PI Status	PI Code & Short Name	Data Collected	2016/17	2017/18	2018/19 Value	2018/19 Target	Trend	Notes
	ComS_053 Health and Safety: Respond to specific complaints/accident notifications/requests	Annual	97%	94%	100%	100%	Positive	Target achieved

This page is intentionally left blank

Report of the Interim Strategic Director

WORK PROGRAMME

1. Purpose of report

To consider items for inclusion in the Work Programme for future meetings.

2. Background

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

3. Work Programme

19 September 2019	<ul style="list-style-type: none"> • Off street car parking order • Performance Management – Review of Business Plan Progress – Community Safety and Health • CCTV Policy
15 November 2019	<ul style="list-style-type: none"> • Performance Management – Review of Business Plan Progress – Community Safety and Health
23 January 2020	<ul style="list-style-type: none"> • Business Plans and Financial Estimates 2019/20 - 2021/22 – Community Safety and Health

Recommendation

The Committee is asked to consider the Work Programme and RESOLVE accordingly.

Background papers

Nil

This page is intentionally left blank